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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 4 December 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 26 November - 4 December 1952

I. Outstanding Achievements

None.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 3 NO CHANGE
 IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S C RET JUST. 22
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II. Developmental Plans

1. Project 51-3, Summer Seminar on the Near East. A draft of the over-all summary of the Summer Seminar is being prepared.

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3. Project 52-18, Training for New Personnel. Draft of CIA Regulation on training for new professional personnel completed. Review and coordination proceeding. 25X1A

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4. Project 52-19, Revision of CIA Regulation [REDACTED] Draft of procedure section [REDACTED] completed. Informal meeting set up for Friday with [REDACTED] for his review and comment.
5. Project 52-22, Chinese Language Project. The "Mandarin Primer" by Chao was received from the Library and forwarded to Mr. Bagnall for evaluation and comment.
6. Project 52-43, Agency Training Requirements. A draft of a memo to the TR(G) division chiefs outlining requirements for a survey of Agency training requirements has been prepared and is being reviewed prior to distribution.
7. Project 52-37, Collection and Source Exploitation Manual. Acquisition of new material has occasioned revision of some portions already drafted. This work has been completed, at least for the present, and the drafting of new material continues.

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8. Project 52-53, Swedish-English Dictionary. The supervisor of this project, to be performed in the Personnel Pool, Mr. Olav Janse of the Department of State, is being checked through Security. [REDACTED] Security Officer, advises us that the results of the check should be available in a few days. The project may then get under way.
9. Project 52-58, OTR Regulation 70. In suspense, pending final approval of CIA Regulation [REDACTED] after O&M coordination with DD/P complex. Both regulations should and will be identical as to the mission and functions of the D/TR.
10. Project 52-63, Proposed Message from DCI. Draft of proposed message from DCI for use as a training film in the BIC is in process.
11. Project 52-65, Administrative Training Program of the CSC. In process.
12. Project 52-66, Medical Office Training Requirements. In process.
13. Project 52-68, Review of Staff Study on Active Duty Mobilization Training of G-2 Designees with CIA. Reviewed the project staff study submitted by the Chief, MPD; memo in reply from D/TR with comments and recommendations approved and transmitted to MPD Chief.
14. Project 52-69, Classification Survey. Job descriptions for S/PP T/O completed, approved, and transmitted to Classification officers.

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